



**PLANNING  
DEPARTMENT**


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**COPY**

**MEMORANDUM**

**EXHIBIT 5**

TO: Michael Lotti, Industria Engineering, Inc.

FROM: Joseph Laydon, Town Planner 

DATE: April 30, 2019

CC: Planning Board

SUBJECT: Completeness Review of Special Permit/ Site Plan and Scenic Road Applications

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The purpose of this memorandum is to communicate Staff's review of the two applications submitted to the Planning Department Office on April 25, 2019. It is staff's determination that the Application for Special Permit/ Site Plan review is complete and that the Scenic Road Application is incomplete. Below are comments on both applications.

Summary of Proposed Project:

On land at 155 George Hill Road, 23 Rear Leland Street, and 29 Leland Street, a 4.0-megawatt solar generation array is proposed. The solar production array requires the issuance of a special permit and site plan approval by the Planning Board. Access is proposed through a new curb cut which will require removal of a section of stone wall and the removal of one tree. Since George Hill Road is designated as a Scenic Road, alteration to the stone wall and the removal of the tree requires Planning Board approval.

Comments on Scenic Road Application:

Staff reviewed the Application form, submitted photos of the proposed entrance, and the Plan set entitled Definitive Site Plan, "155 George Hill Road Solar Facility" dated April 24, 2019 and prepared by Summit Engineering and Survey. Comments on the materials are as follows:

1. Description of Work is Incomplete: The Application describes the proposed work as "creation of a 25-foot entrance to a proposed solar array on back side (800 feet from George Hill Road) of property. The Application continues to state the linear extent of work is a 25-foot opening in the wall and that one 16" maple will be removed. Mitigating activities identified are the repair of the stone wall and planting of additional maple trees along the road.

The Application is deficient from describing fully the amount of work. The existing opening in George Hill Road is not included in the request or description of work. The Plans indicate the existing opening will be widened for use as a construction entrance and that additional portions of the stone wall will be impacted, and one additional tree will need to be removed (See Photo #1). The Application does not include detail

on the proposed opening and what will happen with the displaced stones. While the wall is described as in disrepair, there are numerous stones, many of which are large (See Photo #2). Furthermore, there is no landscaping plan indicating where the maple trees will be planted or how many.

2. Two Access Points: Information needs to be submitted that supports why two breaks in the stone wall are needed. The proposed access opening could provide access for the solar facility and for any maintenance of the lower field.

3. Information to Locate Proposal: Information was not submitted that identifies the location of the scenic road application. Recommend referencing distance from Utility Pole and adjacent property addresses.

Due to the deficient information submitted pursuant to Scenic Roads Regulations - Article 24, Section 5.1 Staff has deemed the Scenic Roads application incomplete.

Comments on Special Permit/ Site Plan Application:

Staff reviewed the Application form, submitted narrative dated April 24, 2019, and the Plan set entitled Definitive Site Plan, "155 George Hill Road Solar Facility" dated April 24, 2019 and prepared by Summit Engineering and Survey. Comments on the materials are as follows:

1. Tree Clearing: Existing and Proposed tree line is unclear. This is especially pronounced at the access drive, around the drainage area and adjacent to the northern property line.
2. Access Drive: For past approvals, grades in excess of 8% were required by the Fire Department to be paved. Obtain documentation indicating support from Fire Department if gravel is to be used on steeper grades than 8%.
3. Reuse of Stone walls: There are sections of stonewalls that will be disturbed during the driveway access construction activities. Many of these are large, how will these stones be reused?
4. Proposed Access Curb Cut: Observing the proposed curb cut location at the site, the stakes marking the width of the opening are close to the existing culvert that flows under George Hill Road. As shown in Photo #3 at the end of this memo, the culvert drains a swale off the side of the road. The new driveway will be very close to this culvert. Furthermore, on the backside of the stone wall in this area is the proposed detention basin. The overflow for the basin will drain into this culvert. The ability of this culvert to handle the added stormwater flow needs to be examined.
5. Culvert Under Proposed Driveway: It was observed that under existing conditions, water flowing from the north travels under a culvert that runs under George Hill Road to the other side. The Plans indicate a new culvert will be placed under the proposed driveway. Information needs to be presented, including more detailed plans of the opening to identify how the added culvert will impact the existing culvert.
6. Drainage Swales Along Driveway: With the series of culverts under the access drive leading to the solar field, there is lack of details on whether there is a swale on the northern side of the access road.
7. Culverts Under Access Road: No invert and outfall elevations are shown on how these will transport water from one side of the road to the other.
8. Proposed Grades: The Plan does not propose new grades for the areas of the solar fields. Proposed grade lines are only shown around the road and detention basins. No proposed grades are associated with "proposed swale" lines leading to detention basins. Furthermore, the proposed grades around Basins A and C do not tie into existing grades clearly.
9. Emergency Turnaround Lane: The mid-field emergency access drive is approximately 300 feet in length. There is no turnaround which necessitates a vehicle to reverse up the access drive. In addition, the plan indicates the access drive will follow existing topography which will introduce a

cross slope to the access drive. The Access Drive should be modified to indicate proper grading and include a turnaround.

10. Lack of Fire Access: There is a significant area that is not accessible to Fire Vehicles.
11. Detention Basin Access: Provide information on how the two southern detention basins will be accessed for maintenance.
12. Bain Operation and Maintenance Plan: The O&M Plan does not cover tasks such as seasonal mowing or removal of woody vegetation.
13. Phasing Report: The Phasing report does not indicate where stockpiles of trees and stumps will be located. Will trees be chipped on site or will a logging truck carry out logs. Will there be mulch piles from grindings and how will they be protected.
14. Stormwater Report: Provide statement that the stormwater report was prepared to meet the requirements of the Town's Stormwater Bylaw. The report, in Appendix 4 states the report was prepared to comply with the Mass DEP Stormwater Policy Handbook. This project requires Conservation Approval under the Stormwater Bylaw. Verification that the report was prepared to meet the Town's bylaw and regulations is requested.

For the purpose of determining whether the Special Permit and Site Plan application complete, Staff is of the opinion that the application can be accepted, however Staff recommends addressing the above referenced comments and any from the Peer Review Consultant in advance of the first hearing. Any revised information should be submitted with sufficient time for Staff and the Town's Consultant to review prior to a public hearing.

Please contact me should you have any questions.

Thank you.



Photo #1 (Above)



Photo #2 (Above)

Photo #3 (Below)

